



Manning Control
Authority
(BUPERS)

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MCAB Major Manpower Claimants,

Things you need to know about:

Personnel Management (“It’s got to be done!”)

Sometimes it seems that scrubbing Enlisted Distribution and Verification Reports (EDVR) and AMD’s (Activity Manpower Document) is a lost art. The manual for these documents is located on the EPMAC webpage (www.epmac.nola.navy.mil/downloads). These two items, along with reviewing your naval message traffic (in particular, orders of incoming personnel), are processes that are essential for proper personnel management. Here are some tale-tell signs (via phonecalls) of use and non-use of these processes:

An uninformed phonecall: “Petty Officer Sailor arrived today and we noticed that he doesn’t have the required NEC...how did you let that happen?!” (Phonecall from a command to a detailee.)

An informed phonecall: “I am reviewing the orders of some incoming personnel to my command and I noticed that Petty Officer Sailor doesn’t have the required NEC. Can he receive the required training enroute?” (Phonecall from a command to a detailee.)

An uninformed phonecall: “There is a requisition driving for a YN1 at my command and the billet is for a YNC. To make it worse, the detailee just told me he filled it. How could you let this happen?” (Phonecall from a command to MCAB.)

An informed phonecall: “I am reviewing my EDVR and noticed that the NMP for my YNC billet has dropped to a YN1. If my chain of command isn’t willing to take a YN1, what are my options?” (Phonecall from a command to their EPMAC Readiness Placement Coordinator.)

An uninformed phonecall: “There are only four PN’s at this command, we are supposed to have five PN’s. Why aren’t you filling the fifth PN billet?!” (Phonecall from a command to a detailee.)

An informed phonecall: “Hello, is this the Manpower Claimant? I noticed that a PN2 billet has disappeared from my Activity Manning Document. Do you know why?” (Phonecall from a command to their Manpower Claimant.)

Activity Manpower Scrub:

A lot of changes are taking place that will impact our ability to effectively man our shore activities. Perform to Serve, High Year Tenure changes, SEA WARRIOR, and Sea/Shore Code changes are just a few programs and policies that can negatively impact shore manning. Now is the time to thoroughly scrub your manpower documents to ensure all info is correct (required NEC’s are listed, correct paygrades and ratings, etc). Start working now to fix all discrepancies.

BA Changes:

We are still finding out (on our own) about BA changes. If you are disestablishing UIC’s or moving billets, be sure to work with MCAB to avoid Sailors being in excess. At MCAB, we want to ensure each Sailor at a command is filling a valid requisition/billet. A Sailor at a command with no BA or NMP is a Sailor who is in excess. These excess Sailors can become candidates to fill Individual Augmentation Taskers or they can be moved to other valid requisitions within the same geographical area. Contact MCAB when your process BA changes...you can either recommend a different billet to admin shift the Sailor (within your claimancy) or MCAB can COMPTOUR the Sailor to a different command outside your claimancy in the same geo-location. Bottomline: Work with MCAB to keep Sailors into valid billets.

When times get tough:

If your manning projections look bleak, be proactive and start asking some simple questions: 1) Is my command willing to take pay subs (E6 vice an E7)? 2) Would we accept LIMDU’s? 3) Can I delay the detachment of a Sailor? 4) Are my reqs being displayed on Super JASS? 5) Have we asked if a prospective gain can arrive earlier? 6) Do we need to submit an Enlisted Manning Inquiry Report? The answers to these questions need to be relayed to your EPMAC Readiness Placement Coordinator (the advocate for the command and point of contact to find solutions to the manning issues.)